

CHARLESTON ELEMENTARY SCHOOL

Welcome Back!! We are so excited about the 2021-22 school year and look forward to a GREAT year! The purpose of this letter is to give you some information and reminders about school schedules and procedures.

Several forms are enclosed in your Back-to-School Packet and some will need to be completed and returned to school as soon as possible. Please return these forms:

- (yellow) **Information Update / Emergency Procedure Card** (Complete fully, front & back)
- (white) **Student Handbook / Discipline Acknowledgment Form** (Sign after reading our Handbook online at <http://tigers.wsc.k12.ar.us/>)
- **Free and Reduced Lunch Application** (for Kindergarten and new students only)
- (green) **Permission Slip for the 2021-22 school year for visiting local businesses and locations**
- (blue) **New Required Information Form** (the internet access questionnaire & request for guardian e-mail addresses)

Charleston Elementary School will continue to follow recommended COVID-19 guidelines by social distancing, frequent handwashing, daily cleaning/sanitizing of the building and limiting outside visitors. **Face masks will be required in classrooms and on buses. The face mask requirement will be re-evaluated by the School Board every 30 days.** Visitors will only be allowed in the front foyer by the Elementary office at this time, unless the visitor is approved and admitted by office personnel. The student check-in/check-out chromebook register will be set up in the front foyer for your use to check-in or check-out your child. Tables will also be set up to drop off and pick up items. For the safety and security of our students and staff, all other exterior doors will be locked when the 8:00 bell rings.

Our school day begins at 8:00 AM and ends at 3:10 PM. Students should not arrive at school any earlier than 7:45, as teachers are not on duty until that time. Our afternoon dismissal is done in phases:

- 3:10 Bus riders will be dismissed to load on buses and car riders will be dismissed to the loading zone in front of the Elementary School**
- 3:15 Walkers will be dismissed from the East Hall to walk home after the buses have departed**

Students who are tardy must be signed-in by a parent/guardian by using the Chromebook sign-in register located in the front foyer. Students leaving school early must also be signed-out by a parent/guardian using the same method. "Tardies" and "Early Dismissals" are documented in the student's attendance record. If a **student is absent**, the parent/guardian must call the Elementary Office at 965-2460 by 9:00 AM on each day that the student is absent.

Exciting news! **ALL** students will receive **FREE breakfast and lunches** this school year!

Our **After School Care Program** will again be available for working parents! This program is designed to assist working parents who cannot pick up their child at the end of the school day due to their work schedule. There will be a one-time sign-up fee of \$10.00 per child, and then will be of no charge. Please note the following guidelines:

- Kindergarten through 4th grades only
- Program hours are: Monday - Thursday, 3:05 – 5:30, Friday, 3:05 – 5:15
- The program is only available for parents whose work schedule does not allow them to pick up their child at the end of the school day or be home when the school bus would deliver their child/children.

Phone calls notifying us of any **transportation change** must be made **before 2:00 PM** to ensure notification to the student. A student will follow his/her normal after-school routine unless a note or phone call from the parent/guardian is received giving permission to do something different.

Homework requests for absent students must be made **before 11:00 AM** in order to give their teacher ample time to gather and organize the student's make-up work.

On Fridays, CES students will participate in virtual **Rise & Shine** programs throughout the school year. At least once during the school year each classroom teacher, along with their students, will lead and conduct a Rise & Shine program. Your child's teacher will let you know when it is their turn to lead Rise & Shine so you can watch virtually!

We look forward to seeing your child and to all the new and exciting things this school year holds! Should you have any questions, please feel free to call the school office at 965-2460.